

Chesterfield County, Virginia

Announces Recruitment For

Director of Community Corrections Services

Human Services Division

January 2015

Opportunity to:

- *Work for a nationally respected and award winning local government that values both team-work and individual contribution*
- *Become part of an outstanding and highly stable team of elected and appointed officials*
- *Lead a team of dedicated personnel consisting of experienced professionals*
- *Live and work in an exceptional community*



Living in Chesterfield County

Chesterfield County is ideally located in the mid-Atlantic region of the United States. This strategic location on the eastern seaboard is a valuable asset. It puts local businesses halfway between the markets of the north and south, within a one-day commute of 50 percent of the U.S. population, 65 percent of the nation's manufacturing operations, and 60 percent of the corporate headquarters in the country.

Chesterfield County is part of the Richmond/Petersburg Metropolitan Statistical Area and is bounded by the cities of Richmond, Petersburg, Hopewell and Colonial Heights. Situated between the James and Appomattox rivers, Chesterfield's land area totals 446 square miles and consists of a pleasant mix of suburban communities that are within a two-hour drive of Virginia beaches, the Blue Ridge Parkway and Washington, D.C.

Chesterfield County is the largest locality in the Richmond/Petersburg MSA and the fourth largest county in Virginia. Growth is expected to continue in Chesterfield that will result in a projected increase of more than 75,000 persons by 2040. As of January 1, 2014, the county had approximately 328,000 residents. About 68.3% of the population is White, 21.9% is Black or African American, 7.2 % is Hispanic or Latino, 3.3% is Asian, less than 1% is Native Hawaiian and Other Pacific Islander and 3.4% is classified as "some other race." The median age of a county resident is 37.6 years.

Education is a top priority for Chesterfield. The county is responsible for its own public school system. With more than 59,000 students, it is the largest school system in the area and has established innovative programs to serve an increasingly diverse student body.



There are more than 2,000 physicians, 4,000 hospital beds, a trauma center, a major cancer center and a major medical school in the region.

Chesterfield's climate provides generally mild winters and warm, humid summers. An average year provides 103 clear days and 113 days of precipitation (including 14 inches of snow). January has an average temperature of 26 degrees and July has an average temperature of 88 degrees.

Inside this Publication:

<i>The Chesterfield County Government (continued)</i>	2
<i>The County Organization Chart</i>	2
<i>The County Mission and Strategic Goals</i>	2
<i>Director of Community Corrections Services Profile</i>	3
<i>The Application Process and Compensation</i>	4
<i>For More Information</i>	4

The Chesterfield County Government

Virginians take pride in their long tradition of reliable government. The state and local tax rate is one of the lowest in the country, yet Virginians expect and receive a high level of government services. The corollary of good government is fiscal integrity. Virginians operate their local governments according to sound business principles.

These principles of good government, fiscal integrity and public-private partnerships are evident in Chesterfield County.

The county provides robust local government services, including public water and sewer utilities, mental health support services, fire and emergency medical services, sheriff and police protection.

Chesterfield has no incorporated towns. It is divided into five magisterial districts, each represented by one official elected to serve a term of four years. These elected officials comprise the Board of Supervisors, the legislative body of Chesterfield. The Board of Supervisors elects a chairman from its membership for a one-year term.

The Chesterfield County Government (Continued)

(Continued from page 1)

The board also employs a county administrator who serves as the county's chief administrative officer under the board's direction. The Board of Supervisors is responsible for establishing local public policy, raising local resources for the support of public programs and overseeing the conduct of the county's affairs through its appointed administrative officials. Chesterfield County is dedicated to quality performance with a focus on excellence in customer service and continuous improvement.

Financial Facts:

- The county holds AAA ratings from all three major bond rating agencies.
- The county holds both the Award for Distinguished Budget Presentation and the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.



Chesterfield County Courthouse

- The FY2015 budget for the county totals \$1.2 billion, with the two largest components of the budget being the county's general fund (\$766.7 million) and the school fund (\$622.2 million).
- The county's net assets of approximately \$1.8 billion are distributed throughout the county's land area of 446 square miles.

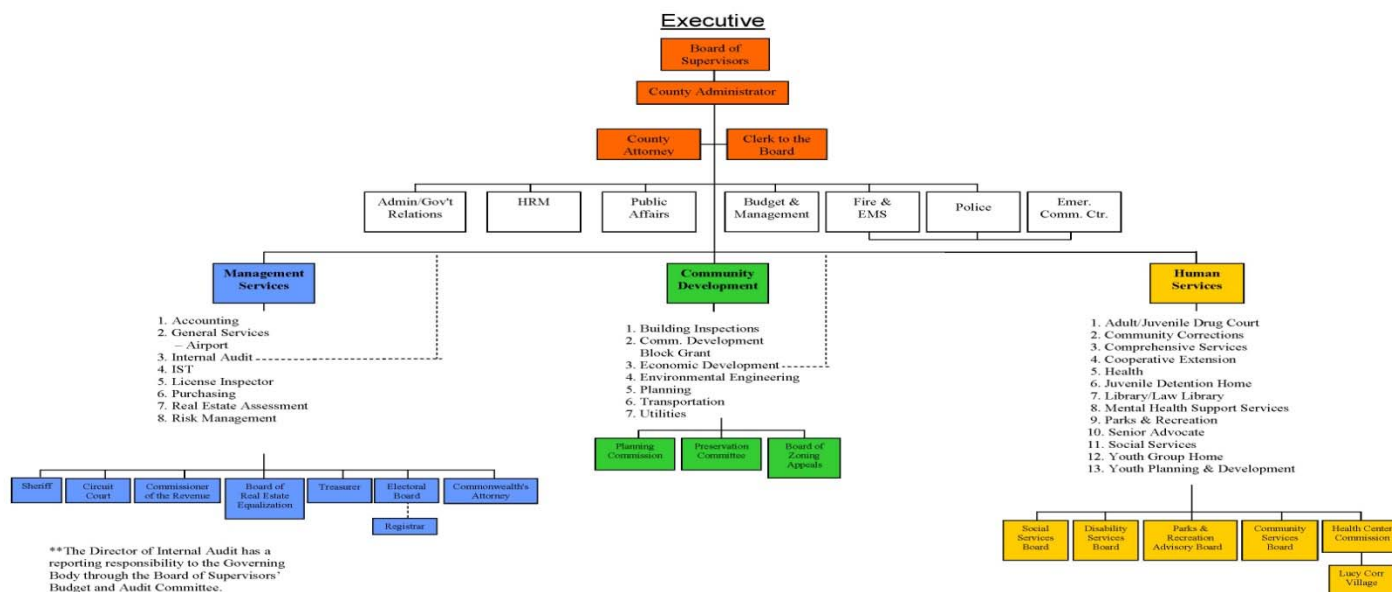
Awards Earned:

- In 2014, Chesterfield County achieved a ranking of 22 on *Training Magazine's* top 125 employers that provide outstanding employee development opportunities.
- Chesterfield County received 15 achievement awards from the National Association of Counties (NACo) in 2014.

- In 2012, for the sixth time, Chesterfield County was designated as one of the 100 best Communities for Young People by America's Promise-The Alliance for Youth.
- Chesterfield County received the Diversity All Star Award from the Greater Richmond Chamber of Commerce and the Richmond Human Resource Management Association in 2006.
- In 2004, Chesterfield County was selected as the 17th Best Place to Live in America by *American City Business Journal*.
- Chesterfield County received the Award for Continuing Excellence (ACE) in 2004.
- In 1994, the county received the Gold Medallion Senate Productivity Award.

Chesterfield County is dedicated to quality performance with a focus on excellence in customer service and continuous improvement.

Chesterfield County Organizational Structure



Chesterfield County Mission and Strategic Goals

Providing a FIRST CHOICE community through excellence in public service.



Model for excellence in government



Safety and security



Economic prosperity and educational excellence



Healthy living and well-being



Thriving communities and environmental stewardship

blueprint
CHESTERFIELD

Director of Community Corrections Services Profile

Overview

The Department of Community Corrections Services (CCS) provides community corrections services for Chesterfield County and the City of Colonial Heights, Virginia. The mission of the department is to enhance public safety by providing alternatives to incarceration, effective supervision, treatment options and victim services to reduce recidivism and improve quality of life. The department is responsible for a range of pre-trial and post-trial community alternatives for the 12th Judicial Circuit and District Courts. Services that fall under Community Correction Services include Local Probation, Pretrial Services, Center for Risk Reduction, Dual Treatment Track, and a Domestic and Sexual Violence Resource Center. Also, the department provides offender supervision for the Adult Drug Court. The department serves adult offenders and pre-trial defendants with an average daily population of 400 pretrial defendants and 1,400 sentenced offenders under supervision of the department. The Department is comprised of 42 employees and has an annual operating budget of \$2.8 million.

The Director of Community Corrections Services will lead, plan, direct and oversee Community Corrections Services programs for both Chesterfield County and the City of Colonial Heights. The director provides leadership in managing the day-to-day operations of the Community Corrections Services department to provide high quality services and programs. The director will develop and execute the strategic plan for the department consistent with mandated goals and objectives; ensure department policies and procedures are in compliance with the Department of Criminal Justice Services standards and foster public trust and confidence in the community-based programs.

The director will represent Chesterfield County and the City of Colonial Heights on community correction matters, including regular meetings with the judiciary, the Board of Supervisors, County Administrator and serves as staff to the Community Criminal Justice Board. In addition, the director will participate in judicial functions for applicable courts, including determining compliance or failure with program components, participating in court proceedings, and testifying in court.

The director works collaboratively with local and state government, criminal justice agencies, law enforcement, the judiciary, and community stakeholders to develop and sustain a dynamic planning process for public safety. This includes, analyzing specific sentencing alternatives within the program as they apply to the local community, defining long and short term goals, and providing documented research to support new and existing programming.

The director manages the fiscal operations of the Community Corrections Services department, to include, administering the budget in compliance with the Comprehensive Community Corrections Act and Pretrial Services Act; securing grants or other funding for programs and services; and monitoring the performance standards and reporting requirements for grant funding.

The Director of Community Corrections Services reports to the Deputy County Administrator of Human Services and serves as an integral part of the Human Services leadership team.

Education and Experience

- Bachelor's degree in criminal justice, public administration, law enforcement or related field is required; Master's degree is preferred.
- Minimum of ten years of progressively responsible experience in community corrections services (local government experience a plus) including a minimum of five years in a supervisory/leadership capacity, or an equivalent combination of training and experience.

Personal Traits

- Sound independent judgment with critical decision-making skills
- High integrity and ethics
- Professional and positive demeanor
- Politically astute
- Analytical
- Caring and trustworthy
- Strong communication skills
- Optimistic and enthusiastic
- Collaborative with ability to maintain positive relationships
- Tact and diplomacy

Professional Skills and Management Style

- Strong management and effective leadership to deliver high quality programs and services in an efficient manner
- Strong commitment to the overall success of the organization
- Independent thinker and "big picture" visionary with a strategic perspective
- Self-starter, hardworking, with a results-driven approach to management
- Strong character of ethics and integrity with a high standard of excellence
- Short and long-term strategic community corrections services initiatives that support continuous improvement and excellence
- Ability to partner and collaborate with multiple groups in developing community corrections services strategies to meet the needs of the county
- Ability to foster a culture of mutual respect and diversity for staff and customers
- Ability to earn confidence and build trust within the organization and the community
- Skill in organizing resources, establishing priorities and problem-solving

Performance & Expectations

Technical Knowledge: Knowledge and understanding of criminal behavior and evidence-based practice interventions; criminal justice system or program areas serving offender populations; the judicial system and criminology; applicable state laws, regulations and ordinances; risk factors, disorders and treatment options for substance abuse and drug use; domestic violence, sexual assault, and victim resources; alternative sentencing options such as intensive supervision, community service, job readiness training, educational services, individual/family counseling, cognitive behavioral therapy and electronic monitoring; legal terminology and relevant experience to effectively communicate and interact with judges, officers of the court, offenders, etc.; classification of crimes such as felonies, misdemeanors, and violations; caseload management procedures to supervise and monitor offenders; standards and guidelines under Department of Criminal Justice Services, the Comprehensive Community Correction Act (CCCA) and Pretrial Services ACT (PSA).

Program Management: Ability to plan, organize, direct, coordinate and administer the services and programs of the Community Corrections Services department; interact with individuals from varying socio-economic and cultural backgrounds with courtesy, tact and diplomacy; collaborate and partner with other jurisdictions, law enforcement agencies, departments, courts and judges; maintain a professional demeanor under the pressure of time-sensitive deadlines and/or stressful situations; utilize sound judgment in preparing recommendations, action plans and formulating policies and practices; develop evidence-based approaches to reduce offender risk and subsequent recidivism; organize case loads of staff administering multiple community corrections program and services; conduct assessment to determine an individual's likelihood of re-offense and identify factors that are amenable to treatment and risk reduction; supervise and monitor offenders assigned to Community Corrections Services to ensure individuals comply with individual court-orders; prepare and maintain a variety of reports, records, and statistical data relating to program operations, activities and services.

Human Resource Leadership: Strong interpersonal and communication skills to effectively communicate the county's goals and needs to department staff; ability to inspire and motivate employees and display fairness in dealing with staff; demonstrate a commitment to teambuilding, equal employment opportunity, diversity and upward mobility of staff.

Budget and Grant Management: Ability to successfully manage and understand complex financial information including budgets, documents, automated systems and activities; ability to oversee all aspects of grants administration, including policies, systems, and documentation to ensure compliance, controls, and best practices.

Compensation and Benefits

Salary for the position is negotiable, based on qualifications and experience. The successful candidate will be offered a comprehensive benefits package to include:

- Virginia Retirement System Retirement Plan
- Executive Leave Benefit
- Paid Holidays
- Direct Deposit
- Professional development through Chesterfield University
- Health and Dental Insurance
- Paid Time Off Benefit
- Group Life Insurance
- Employee Assistance Program
- Short-Term and Long-Term Disability

For More Information Visit:
www.chesterfield.gov



**An Equal Opportunity Employer
Committed to Workforce Diversity**

Application Process

The application deadline date is **February 6, 2015 at 5 p.m.** Interested applicants should submit a confidential resume with cover letter and must include salary requirements to:

Mary Martin Selby, Director of HR Services
Chesterfield County Human Resource Management
P.O. Box 40
Chesterfield, VA 23832
(804) 748-1551

Electronic responses are preferred and should be directed to
executivesearch@chesterfield.gov

Pre-employment drug test & extensive background check required.

DIRECTOR OF COMMUNITY CORRECTIONS SERVICES

Chesterfield County and the City of Colonial Heights seek an experienced, knowledgeable, and collaborative leader to lead, plan, direct and oversee the Department of Community Corrections Services. The mission of the department is to enhance public safety by providing alternatives to incarceration, effective supervision, treatment options and victim services to reduce recidivism and improve quality of life in the County of Chesterfield and the City of Colonial Heights.

Under the leadership of the Director, the Community Corrections Services department is responsible for the following program and service areas: Local Probation, Pretrial Services, Center for Risk Reduction, Dual Treatment Track, and a Domestic and Sexual Violence Resource Center. Also, the department provides offender supervision for the Chesterfield County Adult Drug Court.

Under the general direction of the Deputy County Administrator for Human Services, the Director of Community Corrections has the following responsibilities:

- develop and execute the strategic plan for the department consistent with goals and objectives.
- ensure department policies and procedures are in compliance with the Department of Criminal Justice Services standards and foster public trust and confidence in the community-based programs.
- represent Chesterfield County and the City of Colonial Heights on community correction matters, including regular meetings with the judiciary, the Board of Supervisors, County Administrator and serves as staff to the Community Criminal Justice Board.
- participate in judicial functions for applicable courts, including determining compliance or failure with program components, participating in court proceedings, and testifying in court.
- work collaboratively with local and state departments and criminal justice agencies, law enforcement, the judiciary, and community stakeholders to develop and sustain a dynamic planning process for short and long-term goals and objectives.
- manage the day-to-day operations of the Community Corrections Services department to provide high quality services and programs.
- manage the fiscal operations of the Community Corrections Services department.

Successful candidate should possess the following qualifications:

- Strong management and effective leadership to deliver high quality programs and services in an efficient manner.
- Strong commitment to the overall success of the organization.
- Independent thinker and “big picture” visionary with a strategic perspective.
- Self-starter, hardworking, with a results-driven approach to management.
- Strong character of ethics and integrity with a high standard of excellence.
- Short and long-term strategic community corrections services initiatives that support continuous improvement and excellence in the organization.
- Ability to partner and collaborate with multiple groups in developing community corrections services strategies to meet the needs of the county.
- Ability to foster a culture of mutual respect and diversity for staff and customers.
- Ability to earn confidence and build trust within the organization and the community.
- Skill in organizing resources, establishing priorities and problem-solving.

Candidates must possess a bachelor’s degree in in criminal justice, public administration, law enforcement or related field (master’s degree preferred) and a minimum of ten years progressively responsible experience in community corrections services (local government experience a plus) including a minimum of five years in a supervisory/leadership capacity, or an equivalent combination of training and experience. A pre-employment drug test and an extensive background investigation including fingerprinting for an FBI criminal check are required.

This recruitment will remain open until **February 6, 2015 at 5 p.m.** Interested applicants should submit a confidential resume with cover letter and salary requirements to:

Mary Martin Selby, Director of HR Services
Chesterfield County Human Resource Management
P.O. Box 40
Chesterfield, VA 23832
Email: executivesearch@chesterfield.gov
(804) 748-1551

An Equal Opportunity Employer Committed to Workforce Diversity